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PAD/PIC 73/60
10 August 1960

Branch and Staff Chiefs

Chief, PAD

Workload in the Division.

1. In order to keep myself and each of you better informed as to the status and balance of the work in this Division, as well as to any change in emphasis and workload, the following will be done:

A. For each Monday morning Staff meeting starting 15 July, the Branch and Staff Chiefs will be prepared to give a complete but concise, report on the following:

1. Projects in work - by subject and priority.
2. Status of each project.
3. How each man is being utilized.
4. Projects you anticipate activating during the coming week - by subject and priority.
5. Any problems in connection with your projects that you feel would be worth while to discuss as a help to your Branch - or to other Branches.

2. In order to concentrate our available manpower on the highest priority projects and/or heaviest workload, the Staff will, from time to time, be asked to review the divisions workload distribution and recommend a shifting of personnel possible under our flexible T.O. (Personnel will be shifted rather than scrambling Branch mission and functions to meet changing work load.) Your recommendations in this regard are solicited for discussion and action.

3. I'm sure you agree with me that in order to meet our overall responsibilities PAD must be adaptable and all elements must work as a team. This can be accomplished only by mutual discussion of our problems with decisions arrived at being determined by joint action at our Staff meetings.

STATINTL

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